

Creating Podcasts with GarageBand

Recording Audio:



1. Create a folder on your desktop. (From the “File” menu choose “New Folder.”) Title the folder with your name or a name for your team.
2. Go to the menu bar at the top of the Mac screen, and under the “Go” menu, pull down to “Applications.”
3. Open GarageBand and select “New Podcast Episode.”





New Podcast Episode

4. For the filename, use one that relates to your podcast and is unique. It can be the name of your group members if you want.
5. **Click the arrow pointing downward next to the filename space, navigate to your folder on the desktop, double-click on the name of your folder, and then click ‘create.’ This will save your file in your folder that you created.**
6. Click the Male Voice or Female Voice track as appropriate.
7. Next click the large round red recording button toward the bottom of your screen.



8. Record your audio file for your podcast using your prepared script. Speak loudly and clearly. Be enthusiastic!

9. Rewind  your recording and listen to the playback .

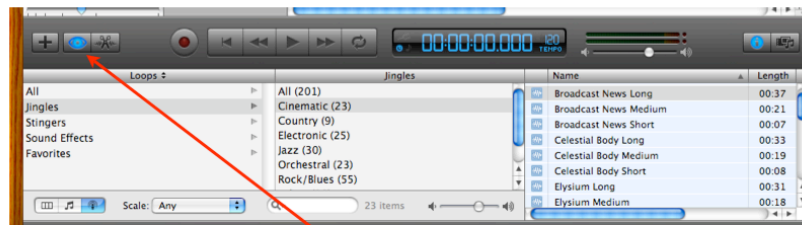
Congratulations! You have completed your audio file for your podcast!

Note: If you made several audio recordings as you were working on your audio file, please locate those practice recordings, click on them to select the file and hit the delete key.

Adding Music

- You can create original music or add loops of music and sound effects that are in GarageBand.

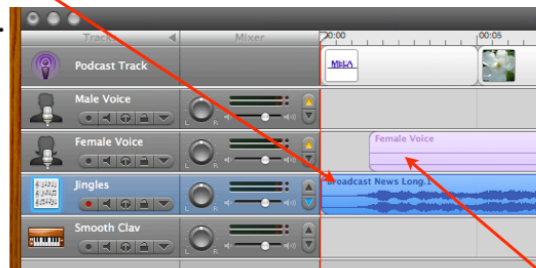
- We are going to add a jingle to our podcast by highlighting “Jingles” track (click on it).



- Then, click on the eye icon on the bottom left.

Add Your “Jingles!”

- Listen to the “Jingles,” and pick the one you would like to use. (“Broadcast News Long” is a good one for this project.)
- Drag the jingle icon to the “Jingle” track, and drop it in place.



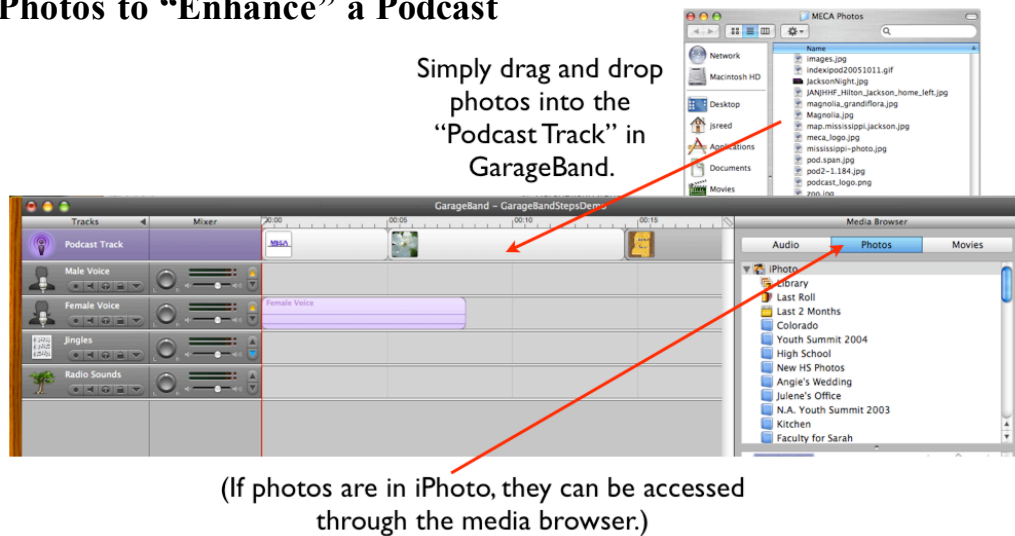
- You can move the audio loops by dragging them. You may want to move the recorded voice to the right so there will be a musical introduction to your podcast before the voice file plays.

Setting Audio Ducking

Click on the bottom arrow in a track to set ducking.

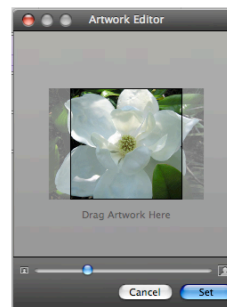


Ducking automatically lowers the volume of background music for certain tracks.
Adding Photos to “Enhance” a Podcast



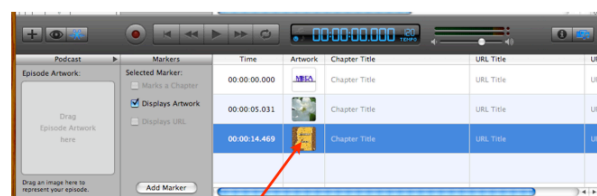
Edit the Photos in Garage Band

Double click on a photo in the bottom podcast window, and you can resize it and move it around to “edit” it while you are still in GarageBand!



Matching Photos to the Audio

You can easily rearrange the photos in the podcast timeline where you placed them...

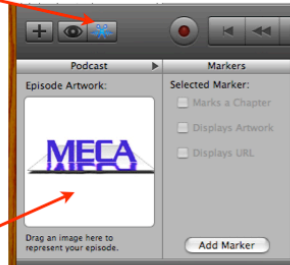


...or in the podcast window in the bottom half of GarageBand. In this way, you can match your photos to your audio track.

Add Your “Album Art!”

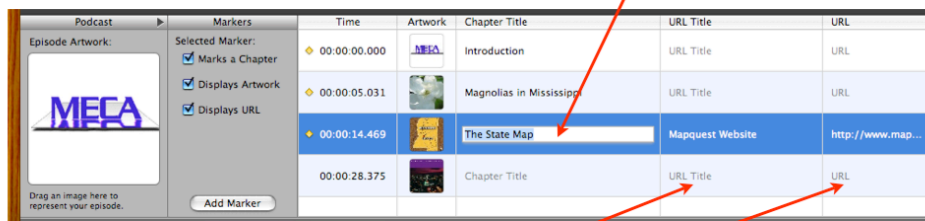
- Select the photo you would like to be displayed in iTunes next to your podcast information.
- This photo will also show in any empty areas of your enhanced podcast.
- Select the “Podcast Track” by clicking on it, then click on the scissors icon for the “Track Editor.”

- Drag the photo to the drop area for “Episode Artwork.”



Adding Chapters and Web Links

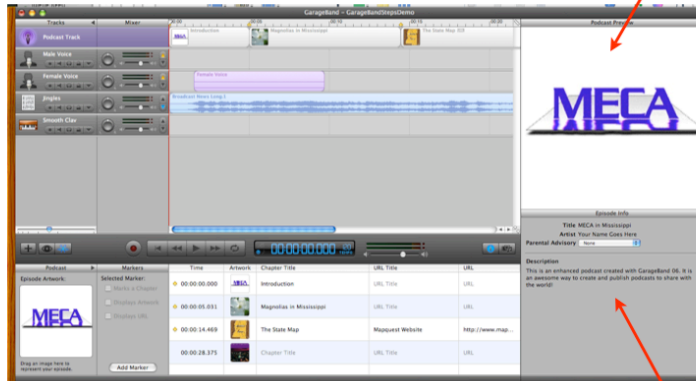
- You can easily add chapter markers by placing the playhead in the location where you want to add one, then type the chapter name in the “Chapter Title” area next to the photo.



- You can add website names and links by typing the information in the fields next to the chapter titles.

Podcast Preview and Episode Information

- A preview of your podcast can be seen in the window on the right.



- Episode information can also be entered in this area.

Ready to Publish!

- We will publish to iWeb. Go to “Share” in the menu bar of GarageBand and select “Send Podcast to iWeb. It will take a few minutes to collect and mix the information – be patient.
- iWeb will open automatically. Once open, select the podcast page template.
- If you did NOT enter a description in the Episode Info window in GarageBand, select the placeholder text in iWeb to add a brief description of your podcast.
- Connect to your dropbox from **Go – Connect to Server** (enter your name and password). Select your dropbox from the menu.
- Select File in the iWeb menu bar and select “Publish to a Folder.”
- From the window that opens, click once on your dropbox in the left side of the window. From the next column, click once on the folder entitled **Sites**.
- Click **Choose**. A window will come up asking you to make sure you are not violating any copyrights. Click **Continue**. Be patient – this step may take a few minutes! Once it is finished, it will give you the opportunity to view your site – which will have the updated information with the podcast – or to quit (just click **OK**).